

Professional and Managerial Branch
Personnel Administration Group
Personnel Series

CLASSIFICATION AND COMPENSATION MANAGER

09/89

CHARACTERISTICS OF THE CLASS:

Under general direction, plans, coordinates and supervises the classification and compensation function of the Personnel Department; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, supervises and conducts job studies of municipal positions to revise and update the job classification plan; reviews and approves or makes recommendations on requests for the reclassification or allocation of positions; supervises preparation of class specifications; makes presentations of findings and recommendations as required; analyzes positions to assure proper allocation of positions to classification; provides technical assistance to department heads on matters concerning classification and work organization.

Prepares and conducts pay surveys and prepares recommendations; analyzes City's compensation plan to determine compliance with established charter and ordinances, state and federal regulations; conducts comparative analysis of positions to determine proper pay range; supervises the preparation of wage and salary surveys for other requesting agencies.

Plans and conducts occupational research to establish career ladders for upward mobility; assists Examination Section in determining appropriateness of selection criteria in accordance with job qualifications and SKAT's; conducts research to determine appropriateness of minimum qualifications in relation to specific job tasks; conducts research to determine qualifying equivalencies; maintains records and prepares reports; provides assistance to collective bargaining negotiators; compiles information and prepares reports.

Supervises, trains and evaluates assigned personnel; interviews and selects section personnel; enforces established rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Personnel or Business Administration and four years of professional personnel experience, including three years in position classification; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, principles, practices and techniques in classification, public personnel administration and work organization; considerable knowledge of governmental organization; considerable knowledge of federal, state and local legislation regarding personnel administration; good knowledge of the use and care of IBM compatible personal computers and applications programs; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to analyze and solve complex matters in classification, compensation, work organization and related areas; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

